

**Correspondence Between  
Staff and Applicant  
Approval Letter**



12/23/2015

Sake Reindersma  
Stewart Reindersma Architecture, PLLC  
5450 E High St 200  
Phoenix, AZ 85054

RE: 59-DR-2015 (14-UP-2015, 21-ZN-2015)  
Christian Bros Automotive-Scottsdale

Sake Reindersma:

The Planning & Development Services Division has completed the review of the above referenced development application submitted on 11/24/2015. The following **1<sup>st</sup> Review Comments** represent the review performed by our team, and is intended to provide you with guidance for compliance with city codes, policies, and guidelines related to this application.

**Zoning Ordinance and Scottsdale Revise Code Significant Issues**

The following code and ordinance related issues have been identified in the first review of this application, and shall be addressed in the resubmittal of the revised application material. Addressing these items is critical to scheduling the application for public hearing, and may affect the City Staff's recommendation. Please address the following:

**Citizen Review Process:**

1. Please submit a revised copy of the Citizen Review Report summary to include details of the most recent public outreach efforts, including any additional public comments that may have been received. (Zoning Ordinance, Sec. 1.305.C.2.b.)

**Site Design/Site Plan:**

2. Pursuant to 44-Z-88, stipulation #7 states the Development Review Board shall consider the adequacy of screen walls that are decorative in nature, as well as perimeter landscaping along N. Frank Lloyd Wright Blvd, E. Desert Cove and adjacent to the apartments to the east. Please submit a revised landscape plan and site plan that identifies the location and details of the landscape and decorative wall details.
3. Pursuant to Zoning Ordinance Section 5.1503.A.6.c. side entry repair bays shall be screened from street views by a solid masonry walls, and the landscape plan shall demonstrate to the Development Review Board's satisfaction that the proposed screening does not impact the streetscape by exposing the repair bays, unassembled vehicles, vehicle repair activities, or vehicle parts. Relocating a portion of Building #2 to be located along E. Frank Lloyd Wright Blvd

would avoid bay openings visible from street view and reorienting Building #2 so the bay openings face north. See attached concept sketch option reflecting zoning ordinance compliance.

4. According to Zoning Ordinance Sections 7.105.5 and 9.106.F.1 Parking lot areas shall be screened from all streets and a 3-foot-tall masonry wall or opaque landscape materials. On a revised site plan and landscape plan, please provide parking area screen walls along the N. Frank Lloyd Wright Boulevard frontage and the E. Desert Cove frontage.
5. Please provide parking area screen walls along the Frank Lloyd Wright Boulevard frontage and the Desert Cove frontage. Please refer to Zoning Ordinance Sections 7.105 and 9.106.F.
6. The project information indicates bicycle parking per Section 9.103 however calculation to determine the number of required bicycle parking spaces is incorrect. Please revise the project information to indicate the correct bicycle parking (required, provided, show calculations) per Zoning Ordinance Section 9.103(C).

Landscape:

7. Please revise the site plan to provide a landscape area of thirty-five (35) feet in depth where parking occurs between a building and the street line (N. Frank Lloyd Wright property line). The landscape area depth may be decreased to a minimum of twenty (20) feet subject to Section 10.402(4)(c) of the Zoning Ordinance. Reorientation of buildings shown in the attached concept shows compliance
8. Per 44-Z-88, stipulation #3, the screen between the site and the adjacent multi-family parking shall be a dense screen of trees and shrubs in lieu of a wall. On a revised landscape plan (sheet La.01), please demonstrate dense screening by providing mature trees and increase quantity of shrubs and groundcover between the site and the adjacent multi-family parking.
9. Pursuant to Zoning Ordinance Section 10.501.H.2.a. If a parking lot contains more than twenty (20) parking spaces then a minimum of one-third (1/3) of the required parking lot landscape area shall be landscape islands distributed within the parking lot area that than on the perimeter of the parking lot. These landscape areas shall have a minimum width of seven (7) feet and a minimum area of one hundred twenty (120) square feet. Please revise sheet OPS.1 accordingly.
10. Please revise the landscape plan so that the landscape legend includes quantity of the proposed plants, per the provisions of Zoning Ordinance Section 10.200.
11. Please revise the conceptual landscape plan so that it includes summary data indicating the landscape area (in square feet) of on-site, right-of-way, and parking lot landscaping, per the provisions of Zoning Ordinance Section 10.200.
12. Based on the mature size of the proposed plants, please modify the planting density and layout so that it is representative of the mature size of the proposed species, relative to the planting area. In general, a twenty to thirty percent (20 - 30%) reduction of planting intensity should be implemented in order to avoid overcrowding of plants, and so that there will be no need to trim excessively or shear the plants, resulting in sustainable landscape improvements. Please refer to Zoning Ordinance Sections 10.100 and 10.700.

**Circulation:**

13. Provide 8' sidewalk width for any new sidewalk section along Frank Lloyd Wright Boulevard frontage (adjacent to deceleration lane) per Scottsdale Revised Code 47-21 – Improvement Standards, 47-22 – Owner's Responsibility of Improvements, 2007 Scottsdale Transportation Master Plan Chapter 7, Section 8, and DSPM Section 5-3.100.

**Elevations:**

14. Please provide information and details related to screening devices that will be utilized to screen any mechanical equipment. Please refer to Zoning Ordinance Sec. 1.904.A.4 and Sec. 7.105.

**Significant Policy Related Issues**

The following policy related issues have been identified in the first review of this application. Even though some of these issues may not be critical to scheduling the application for public hearing, they may affect the City Staff's recommendation pertaining to the application and should be addressed with the resubmittal of the revised application material. Please address the following:

**Site Design:**

15. Please increase the width of the pedestrian walkway from the public sidewalk that is on Frank Lloyd Wright Boulevard to the building entry areas so that it will be a minimum of 6-foot clear width. Please refer to Scottsdale Sensitive Design Principle 6 and Design Standards & Policies Manual, Section 2-1.808.
16. Please modify the site plan so that the off-site improvements match the design details and materials that are found in the Scottsdale Frank Lloyd Wright Boulevard Design Guidelines, which can be found on the Scottsdale website at:  
<http://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Design/FLWGuidelines.pdf>
17. Pursuant to the City of Scottsdale Commercial Design Guidelines (Pedestrian, Transit and Bicycle Facilities), where pedestrians circulations paths cross vehicular routes, a change in paving materials, textures or colors should be provided to emphasize the conflict point, improve visibility, enhance safety and provide aesthetic appeal. On a revised site plan, please provided stamped concrete in location where pedestrians cross traffic.
18. Pursuant to the City of Scottsdale Commercial Design Guidelines (Pedestrian, Transit and Bicycle Facilities), a pedestrian space should be provided with landscaping, shaded areas and seating opportunities for customers and employees. Please revise the plan accordingly.
19. Notes on the site plan appear to be 6-point font size, or less. Please revise the notes so that they are 12-point font size. Please refer to the Plan & Report Requirements for Development Applications.
20. Please revise the site plan to indicate the building footprint and does not indicate the interior spaces within each building. Showing the interior spaces on the site plan results in too much information on the plan, making it difficult to read. Please refer to the Plan & Report Requirements for Development Applications.
21. Please revise the site plan to indicate the dimension between each building/structure. Please refer to the Plan & Report Requirements for Development Applications.

22. Please revise the site plan to indicate the dimension from each building/structure to the adjacent/abutting property line. Please refer to the Plan & Report Requirements for Development Applications.
23. Please revise the site plan to provide upgraded paving materials for the sidewalk that connects the building entry to the public sidewalk on Frank Lloyd Wright Boulevard. Please refer to the Scottsdale Gas Station and Convenience Store Design Guidelines, Site Design Section.
24. Please utilize a dashed or dotted line to indicate the site area that will be allocated as bicycle parking spaces. Modify the location of bicycle parking spaces and racks if they conflict with accessible paths, utility equipment, light fixtures, landscape and irrigation improvements, or structural components of the building. Please refer to the Plan & Report Requirements for Development Applications. Please refer to DSPM Sec. 2-1.808 B.
25. Please show the locations of building mounted and free standing exterior light fixtures on the site plan. Please refer to the Plan & Report Requirements for Development Applications.
26. On Sheet as.2 Detail 6 indicates '4" dia. standard pipe filled with concrete and painted traffic yellow'. Please revise the design of the bollard so that it relates to other metal materials and details that are included with this project, and provide a paint color that relates to the building color scheme instead of safety yellow. Please refer to the Scottsdale Gas Station and Convenience Store Design Guidelines and Scottsdale Sensitive Design Principle 9.
27. Perimeter and site walls shall be constructed with 6 or 8 inch wide concrete masonry blocks, 8 inches wide brick, stone, concrete, or a similar solid and durable material to match the building. Stucco and paint the surface of concrete block walls to match the on-site buildings unless they are split-faced, grid or similar decorative types of block. Grade breaks shall be located at the top of the wall at piers or corners wherever possible. Include varied setbacks, alignments, and/or heights and/or piers or buttresses for walls over 200 feet long. Vary the horizontal and vertical alignment of the wall for visual interest. Please refer to Scottsdale Design Standards & Policies Manual Section 2-1.401.5.

Elevations:

28. Pursuant to the City of Scottsdale Commercial Design Guidelines (Character and Context), building design should take into consideration the unique qualities and the dominant character of the surrounding area. In addition, buildings that derive their image primarily from applied treatment that express corporate identity are discouraged. Please revise the green canopies to an architectural design and material that is utilized in the surrounding area.
29. Pursuant to the City of Scottsdale Commercial Design Guidelines (Massing), the design of the building to reduce visibility can be reduced by recessing the bay doors and/or articulating the building. Please revise the elevations accordingly.

Floor Plan:

30. On the floor plans, please indicate and illustrate the location of the roof access ladder. Please refer to Scottsdale Design Standards & Policies Manual Section 2-1.401.3.

Landscape Design:

31. Please show the locations of building mounted and free standing exterior light fixtures on the landscape plan. Please refer to the Plan & Report Requirements for Development Applications.

32. Please utilize a dashed line to indicate the sight distance visibility triangles on the landscape plan. Please refer to the Plan & Report Requirements for Development Applications. Please refer to the Scottsdale Design Standards & Policies Manual Section 5-3.119.
33. Please modify the plant species that are listed on the 'Landscape Legend' so that they match the Approved Plant List that is in the Scottsdale Frank Lloyd Wright Boulevard Design Guidelines, which can be found on the Scottsdale website at: <http://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Design/FLWGuidelines.pdf>.

Elevation Design:

34. Notes on the building elevations appear to be 6-point font size, or less. Please revise the notes so that they are 12-point font size. Please refer to the Plan & Report Requirements for Development Applications.
35. Please provide door sections that indicate that all exterior doors will be recessed a minimum of thirty (30) percent of the wall depth. Please demonstrate the amount of recess by providing dimensions from the face of the exterior wall to the face of the door frame or panel, exclusive of external detailing. Please refer to the Scottsdale Sensitive Design Principle 9 and Scottsdale Gas Station and Convenience Store Design Guidelines, Architecture Section.
36. Please revise the building elevations relative to the entry awning for Building 1 and Building 2 so that the shade element will be a canopy with structural columns with a design that matches the design features, details, materials, and finishes of each building. Please refer to the Scottsdale Gas Station and Convenience Store Design Guidelines, Architecture Section.
37. On the building elevations, please indicate and illustrate the location of the electrical service entrance section. Service Entrance Sections (SES) shall be incorporated into the design of the building, either in a separate utility room, or the face of the SES shall be flush with the building face. An SES that is incorporated into the building, with the face of the SES flush with the building, shall not be located on the side of a building that is adjacent to a public right-of-way, roadway easement, or private streets. Please refer to the Scottsdale Design Standards and Policies Manual, Section 2-1.402.
38. Please revise the building elevations to provide cornice treatments on all four sides of each parapet. Please refer to the Scottsdale Gas Station and Convenience Store Design Guidelines, Architecture Section.

Lighting Design:

39. Notes on the lighting plans and cut-sheets appear to be 6-point font size, or less. Please revise the notes so that they are 12-point font size. Please refer to the Plan & Report Requirements for Development Applications.
40. No fixture shall be mounted higher than sixteen (16) feet. (City of Scottsdale Exterior Lighting Policy and DSPM). Please dimension fixture height on revised elevations.
41. All fixtures and associated hardware, including poles, shall be flat black or dark bronze. (City of Scottsdale Exterior Lighting Policy). Please indicated color of finish on revised cutsheets.
42. The maintained average horizontal luminance level, at grade on the site, shall not exceed 2.5 foot-candles. All exterior luminaires shall be included in this calculation. Please revise the photometric sheets accordingly. (City of Scottsdale Exterior Lighting Policy and DSPM).

43. The maintained maximum horizontal luminance level, at grade on the site, shall not exceed 10.0 foot-candles. All exterior luminaires shall be included in this calculation (City of Scottsdale Exterior Lighting Policy, and DSPM). Please revise the photometric sheets accordingly.
44. The initial vertical luminance at 6-foot above grade, along the entire property line (or 1-foot outside of any block wall exceeding 5-foot in height) shall not exceed 1.5 foot-candles. All exterior luminaires shall be included in this calculation. (City of Scottsdale Exterior Lighting Policy, and DSPM) Please revise the photometric sheets accordingly.
45. The pre-curfew lighting design hours shall be defined as dusk to 10:00 PM, and the post-curfew lighting design hours shall be defined as 10:00 PM to dawn. All exterior lights shall be turn off at during the post-curfew with the exception of lights for security purposes. (City of Scottsdale Exterior Lighting Policy, and DSPM)
46. A programmable timer, and photocells shall control the pre- and post-curfew lights; photocells shall be mounted on the north side of the building. The programmable timer may contain a maximum 1-hour manual over ride with an automatic turn off for after hours, and special events use only. (City of Scottsdale Exterior Lighting Policy, and DSPM)

**Circulation:**

47. A minimum 25-foot radius right of way shall be dedicated on the northwest corner of N. Frank Lloyd Wright Boulevard and E. Desert Cove Avenue, per DSPM Section 5.3-119D. Please revise the site plan accordingly.
48. Please dedicate a 1-foot Non-Vehicular Access Easement (NVAE) along the property frontage of Frank Lloyd Wright Boulevard except at the proposed access locations and along Desert Cove Avenue except at the existing access location. Please revise the site plan accordingly.
49. Please dedicate a Non-Motorized Public Access Easement (NMPAE) over the portions of the sidewalk that extend outside of the right-of-way. Please revise the site plan accordingly.
50. Please demonstrate compliance with the City of Scottsdale Design Standards and Policy Manual (DSPM) Section 5.3-206, by providing a 150' right-turn deceleration lane (100-foot storage plus taper) into the proposed driveway along N. Frank Lloyd Wright Boulevard. Please revise the site plan accordingly.
51. On a revised site plan, please provide safety triangles located at the N. Frank Lloyd Wright Boulevard, per DSPM 5.3-119D, Figure 5.3-27.
52. On a revised site plan, please provide sight distance triangles at both site driveways per the Design Standards and Policy Manual (DSPM) Section 5.3-119D, Figure 5.3-26.

**Considerations**

The following considerations have been identified in the first review of this application. While these considerations are not critical to scheduling the application for public hearing, they may improve the quality and may reduce the delays in obtaining a decision regarding the proposed development. Please consider addressing the following:

**Site Design:**

53. Pursuant to the City of Scottsdale Commercial Design Guidelines, Site Design #2 Mitigate the negative impacts from site activities on adjoining uses by orienting auto repair bay opening away from public view. Please revise the site plan so that the bay doors are oriented away from

public views by providing tall wing walls along sides of each building and recessing the bay doors from the exterior building plane. Within the next submittal, please provide elevations that show recessed bay doors and tall wing walls.

#### **Technical Corrections**

The following technical ordinance or policy related corrections have been identified in the first review of the project. While these items are not as critical to scheduling the case for public hearing, they will likely affect a decision on the final plans submittal (construction and improvement documents) and should be addressed as soon as possible. Correcting these items before the hearing may also help clarify questions regarding these plans. Please address the following:

#### **Site:**

54. Please provide the net and gross acreage and square feet on a revised site plan.
55. The project information appears to indicate vehicle parking per Zoning Ordinance Table 9.103(A) Gas station however the calculations include office space. Based on Table 9.103(A) the office space calculation is not required. Please revise the vehicle parking calculations accordingly. In result, 21 parking stalls are required.

#### **Landscaping:**

56. On a revised landscape plan, please provide a landscape quantity and caliper inch for any existing or proposed trees.
57. On a revised landscape plan, please label existing plants unless they are all proposed to be removed.

#### **Fire:**

58. On revised plans, please provide the following note: "Unobstructed vertical clearance min. 13'-6" (Ord. 4045, 503.2.1)"
59. On revised plans, please demonstrate min. drive width of 24' (Ord. 4045, 503.2.1)
60. On revised plans, please show FDC locations on plan (Ord. 4045, 912)
61. On revised plans, please designate all fire lane (Ord. 4045, 503.3)
62. On revised plans, please provide the following note: "Fire lane surface will support 83,000 lbs GVW (DSPM, 2-1.802(3))"
63. On revised plans, please demonstrate all commercial turning radii (25', 49' & 55')(DSPM, 2-1.802(5))
64. On revised plans, please show the Fire Riser Room for each building.
65. Within the next submittal, please provide Hazardous Material Management Plan (HMMP).
66. Within the next submittal, please provide Owners Information Certificate.

#### **Water/Sewer:**

67. Within the next submittal, please submit a utility site plan showing existing public water/sewer lines and proposed site domestic water, fire, and sewer service lines.

Please resubmit the revised application requirements and additional information identified in Attachment A, Resubmittal Checklist, and a written summary response addressing the



comments/corrections identified above as soon as possible for further review. The City will then review the revisions to determine if the application is to be scheduled for a hearing date, or if additional modifications, corrections, or additional information is necessary.

**PLEASE CALL 480-312-7000 TO SCHEDULE A RESUBMITTAL MEETING WITH ME PRIOR TO YOUR PLANNED RESUBMITTAL DATE. DO NOT DROP OFF ANY RESUBMITTAL MATERIAL WITHOUT A SCHEDULED MEETING. THIS WILL HELP MAKE SURE I'M AVAILABLE TO REVIEW YOUR RESUBMITTAL AND PREVENT ANY UNNECESSARY DELAYS. RESUBMITTAL MATERIAL THAT IS DROPPED OFF MAY NOT BE ACCEPTED AND RETURNED TO THE APPLICANT.**

The Planning & Development Services Division has had this application in review for 20 Staff Review Days since the application was determined to be administratively complete.

These 1<sup>st</sup> Review Comments are valid for a period of 180 days from the date on this letter. The Zoning Administrator may consider an application withdrawn if a revised submittal has not been received within 180 days of the date of this letter (Section 1.305. of the Zoning Ordinance).

If you have any questions, or need further assistance please contact me at 480-312-4211 or at [mtessier@ScottsdaleAZ.gov](mailto:mtessier@ScottsdaleAZ.gov).

Sincerely,



Meredith Tessier  
Planner

CC: Christian Brothers Automotive  
Curtis Cain  
17725 Katy Freeway 200  
Houston, Texas 77094

**ATTACHMENT A**  
**Resubmittal Checklist**

Case Number: **59-DR-2015**

Please provide the following documents, in the quantities indicated, with the resubmittal (all plans larger than 8 ½ x 11 shall be folded):

- ☒ One copy: COVER LETTER – Respond to all the issues identified in the first review comment letter.
- ☒ One copy: Revised Narrative for Project
- ☒ One copy: Citizen Involvement Report

☒ Site Plan:

8	24" x 36"	1	11" x 17"	1	8 ½" x 11"
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☒ Open Space Plan

2	24" x 36"	1	11" x 17"	1	8 ½" x 11"
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☒ Landscape Plan:

B/W	2	24" x 36"	1	11" x 17"	1	8 ½" x 11"
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☒ Wall Details:

1	24" x 36"	1	11" x 17"	1	8 ½" x 11"
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☒ Floor Plan(s):

1	24" x 36"	1	11" x 17"	1	8 ½" x 11"
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☒ Elevations:

1	24" x 36"	1	11" x 17"	1	8 ½" x 11"
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☒ Lighting Plan:

1	24" x 36"	1	11" x 17"	1	8 ½" x 11"
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